

BOARD OF FUNERAL DIRECTORS/EMBALMERS

MINUTES OF MEETING

September 10, 2012

Open Session

The Open Session of the Board of Funeral Directors / Embalmers was called to order at 2:00 pm on the above date in Room 104, Cannon Building, Rhode Island Department of Health, Three Capitol Hill, Providence, Rhode Island, pursuant to the applicable provisions of the Open Meeting Law, so called, and other applicable provisions of the General Laws of the State of Rhode Island, as amended. A quorum was established.

Board Members in attendance: Board Members not in attendance:

Edward Murphy, Chairman Joan Retsinas, Ph.D.

Elizabeth Feid

Mary Bray Staff members in attendance:

Raymond Butterfield, III J. Michel Martineau

Mr. William Dundulis

Chairman Murphy called the meeting to order. Mr. William Dundulis of the Department joined the meeting for the purpose of reviewing proposed changes to the Rules & Regulations. Mr. Dundulis notes most proposed changes are based on changes in the law and

represent an update towards standardizing the format of all Department regs; an example is removing the reference to fees, as now all fees are represented in a separate document.

Mr. Dundulis addressed proposed section 1.24 “Funeral Planning Agent”. He notes based on input from the RI National Guard, the Department has determined that as it pertains to people serving in the United States armed forces, a Department of Defense form (DD Form 93) will be an acceptable document for designation, per proposed section 1.24.

Board members note that while certain individuals qualify to be exempt from CE, no one may be exempt from the three (3) hours of mandatory OSHA training. Mr. Dundulis indicates he will make note of that and incorporate it in some fashion, he also suggests the administrator check with Mr. Simoli to consider also addressing this matter as part of the renewal process. Mr. Dundulis notes that based on his knowledge of OSHA requirements there are provisions that allow small establishments with one to four employees to be exempt from OSHA requirements.

Mr. Dundulis takes and answers questions, he states he will incorporate input from the board and provide the administrator with an updated copy, possibly by the end the end of the week. A board

member indicates they have questions, but will share them first with board members and not review them at this meeting.

The minutes of the open session held on July 16, 2012 were reviewed, on motion by Raymond Butterfield, III, seconded by chair Edward Murphy; it was unanimously voted to accept the minutes. The minutes of the executive session held on July 16, 2012 were reviewed, on motion by Raymond Butterfield, III, seconded by chair Edward Murphy; it was unanimously voted to accept the minutes.

Adjournment to Executive Session

On motion of Betsy Feid, seconded by Raymond Butterfield, III, it was unanimously voted to adjourn to Executive Session pursuant to sections 42-46-4 and 42-46-5(1) of the Rhode Island General Laws, as Amended, in that confidential issues of fitness for licensure and investigative cases will be discussed. The Open Session adjourned at 2:48 pm.

Return to Open Session

The Open Session was called back to order at 3:25 pm. On motion of Betsy Feid, seconded by Mary Bray, it was unanimously voted to keep confidential all matters discussed in Closed Session and to seal those minutes inasmuch as fitness for licensure and ongoing disciplinary matters were addressed.

FD/EMB 2012-03 Complaint dismissed

FD/EMB 2012-04 Complaint opened

Adjournment

Having no further business, on motion of Mary Bray, seconded by Betsey Feid, it was unanimously voted to adjourn. The Open Session of the meeting was adjourned at 3:32 pm.

Respectfully submitted,

J. Michel Martineau

Administrator, Health Professions